



State of Montana Job Vacancy

Department of Transportation

Billings District

424 Morey Street

PO Box 20437

Billings, MT 59104-0437



February 19, 2009

Internal/External Statewide

An Equal Opportunity Employer

Job Title: Civil Engineering Aides
Position No.: 54195943
Division: Billings
Billings and Lewistown
Location: 6 CE Aides - Construction
2 CE Aides – Materials/Lab
Job Code: 173212
Type of Position: Temporary
Work Comp Code: 9411
Bargaining Unit / Code: MPEA / 0000-8
Band: Band 2
Hourly Salary Range: 10.77
Supplement Required: Yes ☐ No ☒
Closing Date: March 13, 2009

Construction & Materials Overview

The function of the Billings Construction District and the field crew is to supervise the contract administration, supervise and inspect materials and workmanship on highway construction projects, perform safety inspections on public owned bridges and perform preconstruction and construction surveys.

The Billings Materials Laboratories are responsible for supplying necessary information on availability, quality and quantity of materials used in the design, construction and maintenance of the Montana's highways and bridges.

Description of Duties

Construction Aide: Performs a limited variety of survey, inspection and clerical work in highway engineering and construction activities.

Materials Aide: Responsible for sampling and testing construction and site materials; ensures compliance with State, Federal and project specifications; maintains required documentation.

Job Requirements

Knowledge of basic math, computer and programmable calculator.

The work environment involves harsh or caustic fumes, dust, extreme temperatures, wind, rain and snow. Hazards associated with the work can be significant. The majority of the work is performed at construction sites or fabrication plants involving traffic passing the project site and working around heavy machinery.

These positions may require a significant amount of overtime during construction season and extensive and overnight travel to assigned field locations.

Education and Experience

No education or experience required.

Compensation / Benefits

Annual pay raises as granted by the legislature. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays and up to 15 days military leave with full pay.

Application Process:

The application materials required for this position are indicated with check marks.

- ☒ Completed MDT Application (form Online APP-0506 Rev) or the Montana State Application (PD 25).
- ☐ Answers to the attached supplemental questions (include your name and the position number if not applying online).
- ☐ Professional/Employment References listed with contact information.
- ☐ Resumé
- ☐ College or University transcripts. (Copies of transcripts accepted.)
- ☐ Copies of license(s) or certifications upon a conditional offer of employment by MDT.
- ☐ Negative Drug Screen results (testing arranged by MDT) upon a conditional offer of employment by MDT.
- ☐ Other:

VEBA: ☐ Yes ☐ No ([what is VEBA](#))

- ☐ For internal applicants, this position will qualify for reimbursement under the Moving and Relocation Expense Policy (3-0151).
- ☐ Consideration may be given to filling the position with a training assignment.
- ☒ Reference checks will be conducted and considered as part of the selection process.

Supplemental Questions:

Application Materials and Deadline: Complete application materials must be postmarked or sent electronically by the closing date (as indicated below) to a Montana Job Service Office or:

Billings District
424 Morey Street
PO Box 20437
Billings, MT 59104-0437

Closing Date: ☒ by 5:00 pm **or** ☐ Open until filled

If applying electronically, go to: <http://www.mdt.mt.gov/jobs/>.

Application materials from interested Department of Transportation employees must be submitted online or received in the Billings District office in Billings by 5:00 pm on the closing date.

In-state and out-of-state applications are due by 5:00 pm Mountain Time on the closing date. You can apply for this position online. Alternatively, you may mail a completed State Application Form (PD-25) to the

address shown above or to a local Montana Job Service Workforce Center.

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

Late or incomplete applications will not be considered. Failure to turn in all required documents will result in disqualification from the selection process.

Reasonable Accommodations: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job, or to enjoy equal benefits and privileges or employment available to other employees. If you need such accommodation, contact this agency within 72 hours of needs, to allow us sufficient time to meet your request.

Applicants claiming Veteran's or Disabled Person's Employment Preference (see MDT Application Form) must submit verification of eligibility **prior to the closing date**. Required documents include a DD-214 (military) and/or the PHHS Certification of Disability form and the Employment Preference Form.

In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documents that show authorization to work in the United States. Examples of such documentation include a birth certificate or Social Security card along with a driver's license or other picture ID, or a US passport, or a "green card". Also to comply with the Montana Compliance with Military Selective Service Act, this Agency (Montana Department of Transportation) must verify that the covered applicant has complied with the federal Military Service Act within three days of hire.